**GUIDELINE FOR AUTHORS**

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**ABSTRACT:** *This document is a guide and sample paper for the 1st international conference on urban health & wellbeing UHWB2018. For your paper to be published in the BAU Journal: creative sustainable development, special edition, you must use this document as both an instruction set and as a template into which you can type your own text. If your paper does not conform to the required format, you will be asked to fix it. BAU Journal publishes only research papers; the journal does not publish essay or technical reporting types of paper. The Editorial Board maintains the right to preserve the technical quality of the journal. Prospective authors are encouraged to examine the journal itself for details of layout. The submitted paper should not have been submitted earlier or at the same time to any other journal in Lebanon or abroad. For multi-author papers, the corresponding author must be identified in the process of registration. This journal is a multidisciplinary publication that welcomes research papers under the theme of “Creative Sustainable Development”. BAU Journal is a scientific document gathering all the accepted papers after refereeing of double blind peer reviewers. Acknowledgment, when applicable, must be provided mentioned before references. International plagiarism standards should be adhered to. Abstract must be written in times new roman font size 11pt, Italic. Abstract must be between 200 and 250 words.*

**KEYWORDS:** *Format, introduction, fonts, headings, figures (not more than five words)*

1. **INTRODUCTION**

This document is a template. An electronic copy can be downloaded from the conference website (<http://www.uhwb18.bau.edu.lb>). An electronic file containing a copy of the paper in WORD format. The file should be named with the surname of the Corresponding Author and the paper ID assigned, (**example file name**: 001\_Cinar.doc). Before submitting your final paper, check that the format conforms to this template. Specifically, check the appearance of the title and author block, the appearance of section headings, document margins, column width and other features. Please make sure that the use of other languages in figures and tables is avoided. Papers should be checked by a native English speaker with expertise in the field prior to submission.

Once the research fee is successfully paid online, a receipt will be sent to the author's email confirming the payment. After that, the paper is sent to be sent to three blind-peer-reviewers, specialized in the same field. Two reviewers at least must accept the paper to be able to be published. Usually, certain modifications are required and the author is requested to submit his/her paper once again. It means, the reviewing of papers passes a stage of checking format and a stage of evaluating the content.

In organized order, paper's manuscript must include the following items: paper title, author(s), keywords, introduction, main text, conclusions, acknowledgment, and references. Paper is A4 size. It should be written using Microsoft word 2003 or later version, times new roman font 10 pt. for the whole manuscript in all parts of the paper, single column, fully justified, single space. All headings as abstract, keywords, introduction, conclusions, acknowledgment, and references must be written 10 pt., Bold, uppercase letters, justified left. Note: There is no space between a heading and a paragraph, but a single space must be added between a paragraph and the next heading. Please do not include page numbers. Please, do not remove the three-lines footer in the first page. In the first page, please type the paper title, author(s)' name(s), affiliations, emails, as written in this template. In addition, the header of the paper must be written as this template. In the second page, please type author(s) name(s) in the header. In the third page, please type paper title. And these will be repeated automatically, so just type them one time.

1. **MANUSCRIPT**

Maximum length of paper is 12 pages. Margins in all pages are 3 cm from the top and bottom, and 2.5 cm from the left and right. Text should be fully justified from left and right margins. Each paper must start with Abstract and end with References with the main body of the paper arranged in between. Acknowledgments, if provided, shall be placed immediately after the “Conclusions” and before the “References”.

* 1. **Title**

The length of paper title may not exceed 80 characters. Paper title is typed bold uppercase letters, 14 pt., and placed centered. Author(s) name(s) should be typed in plain capital letters, size 12, not bold, centered, and placed one space under the paper title with footnote giving the author(s) title(s) and affiliation(s).

* 1. **Abstract**

The abstract is at the beginning of the paper immediately before the Introduction with the word ABSTRACT as heading flush left. The abstract must be self-contained one-paragraph, minimum 200 words - maximum 250 words. It should contain a summary of the highlights of the paper, a statement of the problem and the nature of approach, the aim, content and key findings. Three to five keywords must be provided on a separate line after the Abstract and preceded by the word “KEYWORDS”.

* 1. **Headings**

Major headings are to be boldface, all capital letters flush left with numbers starting with “Introduction” (e.g. **1. INTRODUCTION**) and ending with the “Conclusions”. Second level headings are to be boldface, initial capital and flush left (e.g. **2.2 Analysis of the Results**). Third level headings are non-boldface, with only the first letter of the heading capital and flush left (e.g. 3.1.2 Description of test specimens). An extra blank line should be provided after each heading.

1. **VISUAL AIDS**

Original figures and photographs must be submitted with the paper. Figures and tables have to integrate within the text.

* 1. **Figures and Tables**

Captions should be located under the figure and on top of the table. They should be clearly distinguished from the text. All captions in Times New Romans, 10 pt., non-bold. Figures' captions must start with Fig. 1 Tables' captions must start with Table 1.

In the text, authors must mention (as shown as Fig. 1) or (as indicated in Table 1). So please try to put figures and tables near to paragraphs in the same content. Text written inside tables must be 8 pt., non-bold. Under captions, authors must write references of these tables and figures. Figures must be located in the middle regardless its size, as shown as Fig. 1. Figures must be in good resolutions. Captions of figures must be justified middle.

Fig. 1 One of the Follies Parc de la Villette

Reference: Photographed by the author April 2015

In the captions of figures and tables, the reference must be written in APA style of referencing. Tables must be located in the middle taking the whole area. Remove the outside boarders around the table as indicated in Table 1.

Table 1: Sample Table

Reference: The author

|  |  |  |
| --- | --- | --- |
| Data 1 | Data 2 | Data 3 |
| 1 | 6 | 61 |
| 2 | 8 | 81 |
| 3 | 99 | 991 |

* 1. **Equations**

Equations must be allowed sufficient space to ensure clarity. Equations must be numbered consecutively, with the numbers parenthesized at the end of the corresponding line flush left (1), (2), etc. No portion of any equation is to be hand-written and all symbols should be in italics. Equations are referred to in the text by their number in parentheses (e.g., Eq. (1), Eqs. (3-7), etc.). A sample of an equation is provided below.

Eq. (1) 

Where *v* is sample symbol.

1. **CONCLUSIONS**

This file provides a template as a sample for the format required to be submitted. Conclusions should be written as points numbered with letters A- B- C-

Opinions and views that will be expressed in the published papers are strictly belonged to the authors. They do not necessarily represent views of either the Editorial Board or any faculty of the faculties of Beirut Arab University.

**ACKNOWLEDGEMENT**

If any, should be placed before the references section without numbering.

**REFERENCES**

References and citations should follow the APA Style: This means that the author's last name and the year of publication for the source should appear in the text, and a complete reference should appear in the reference list at the end of the paper). In the list of references, a word **REFERENCES** should be written with no numbering, located on flush left. References should be written in 9 pt. Do not number the references in the list of references, just with dashes put them in alphabetical order. As example, you may consider the citation (Harrington, 1985). In the reference list, it will appear as follows:

* Herrington, A. J. (1985). Classrooms as forums for reasoning and writing. *College Compositionand Communication, 36*(4)*,* 404-413*.*
* Barry, L. (2002). *Postmodernism and Literature*. London: Routledge.

Authors may enter the website: http://citationproducer.com/apa-citation/

In this website, authors may enter the name of a book, or a journal, or a website and easily can have the reference fully written with APA style as required.

**APPENDIX**

If any, the appendix should appear directly after the references without numbering, and not on a new page.

Papers submitted to BAU Journal should embody the results of sustained research into matters of interest to a theme of the four mentioned themes. Authors should note that they are writing for an international readership and they should therefore communicate in clear, straightforward English, avoiding whenever possible the extensive use of academic and professional jargon. The use of appropriate illustrations is encouraged.